

## Dear K visa petitioner:

In order to provide better customer service, Bogota's IV Unit has moved all visa packages, required forms, and the appointment schedule to the Immigrant Visa (IV) Section of the Embassy's website.

<http://bogota.usembassy.gov/> or <http://spanish.bogota.usembassy.gov/>

*These instructions apply only if the NVC has already shipped your fiancé(e) or spouse's case to Bogota.*

All approved petitions for K visas processed in Bogota go through three phases— US Citizenship and Immigration Service (USCIS) approves the petition; USCIS ships the petition to the National Visa Center (NVC) for processing; NVC ships the petition and case to Bogota for interview scheduling. The IV Unit cannot answer questions about or accept paperwork for your fiancé(e) or spouse's case until it has received the case file.

**What should I do once the NVC has shipped my fiancé(e) or spouse's case to Bogota?** About a week after the NVC has physically sent your fiancé(e) or spouse's case to Bogota, your fiancé(e) or spouse should download the Instructions Package for K visas from the IV Section of the Embassy's website. In order for the IV Unit to schedule his/her final visa interview, your fiancé(e) or spouse must follow the instructions found in this package.

As soon as your fiancé(e) or spouse has ALL required documents listed in the Instructions Package, he/she must complete and sign Forms DS-2100 and DS-230 Part 1 (Application for Immigrant Visa and Alien Registration). Only submit these forms once, as sending additional copies will delay your case. If you include an email address on the Form DS-2100, the IV Unit will provide email receipt confirmation. The IV Unit cannot provide other forms of confirmation.

**Appointment scheduling:** Once your fiancé(e) or spouse has completed these steps, the IV Unit will schedule an appointment and send a K Visa Appointment Package and interview letter. Although most K visa appointments are scheduled in about two months, the IV cannot guarantee all interviews will be scheduled that quickly. Unfortunately, due to increased demand, the IV Unit is no longer able to answer questions about whether a specific interview has been scheduled. Rather, please use your fiancé(e) or spouse's BGT case number to check the online appointment schedule. The schedule is updated on/about the 20th and 30th of each month.

**What should my fiancé(e) or spouse do if his/her appointment has been scheduled, but he/she hasn't received his/her Appointment Package?** If your fiancé(e) or spouse's appointment is listed on the website but he/she has not received a K Visa Appointment Package, he/she should download one from our website. He/she may schedule his/her medical appointment and enter the Consular Section waiting room (on the scheduled date of his/her appointment only) without an interview letter.

**When should we contact the IV Unit?** Only contact the IV Unit to notify it of a change of address, a change of marital status, the birth or adoption of a child, or the death of the petitioner or visa applicant.

**Wait to make plans:** The consular officer cannot determine whether your fiancé(e) or spouse qualifies for a visa until he/she is formally interviewed. Therefore, he/she should NOT make any travel plans, quit his/her job, or sell his/her properties until he/she has physically received his/her visa. If approved, his/her visa will be returned by private courier in approximately four to six business days.